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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 12 October 1960

Present: C/MS - Chairman Dr. Tietjen
C/OD - Voting Member Dr. [REDACTED]
C/PS - Voting Member Dr. [REDACTED]
C/CD - Voting Member Dr. [REDACTED]
Personnel Placement Officer Mr. [REDACTED]
AC/SD - Acting Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary Miss [REDACTED]

25X1A

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 28 September 1960 were approved by the Members without comment.

2. Review of Fitness Reports

Fitness Reports recently completed on the following personnel are available for the review of the Members:

25X1A9 [REDACTED], Administrative Officer
[REDACTED] GS-10, Medical Service Officer
[REDACTED] Medical Technician
[REDACTED] GS-9, Secretary-Stenographer
[REDACTED] Medical Technician
[REDACTED] Medical Technician
[REDACTED] Medical Technician

3. Reassignment and Promotion

The Acting Executive Secretary reviewed a request from DC/SD to C/SD for consideration of the reassignment of [REDACTED], GS-7, 25X1A9a from the position of Medical Technician to that of Pharmacist. At the 25X1A9a time of Mr. [REDACTED] entrance on duty, there were plans to assign [REDACTED] 25X1A9a to the Pharmacist position and, therefore, despite his qualifi-25X1A9a cations as a Registered Pharmacist, Mr. [REDACTED] was assigned to the 25X1A9a position of Medical Technician. Mr. [REDACTED] assignment did not materialize 25X1A9a and he has been transferred to the Office of Logistics. Since individuals assigned to the Pharmacist position have been given the grade of GS-9, the memorandum also contained a request for Mr. [REDACTED] promotion to 25X1A9a GS-9. The Members approved the reassignment but further discussion arose regarding the promotion. C/OD favored the promotion to GS-8 in view of the Medical Staff practice of one-grade promotions. C/PS favored the promotion to GS-9 since Mr. [REDACTED] has been and will continue to perform 25X1A9a at that level. C/CD asked about the future plans for his assignment and

DOC	1	REV DATE	20 APR 1991	BY	029725
ORIG COMP		OPI	39	TYPE	01
ORIG FILED		APPROVED FOR RELEASE	2001/03/30		
JUST	22	NEXT REV	2011	AUTH	HR 10-2

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25X1A9a was informed he will remain at Headquarters in his present assignment
25X1A9a for the foreseeable future. However, at some future date, Mr. [REDACTED] 25X1A9a
25X1A9a may be considered as a replacement for Mr. [REDACTED] at [REDACTED] or for a 25X1A6a
25X1A [REDACTED] assignment which is in process of formalization by the 25X1A9a
Operations Division. In view of this, C/CD concurred in the promotion
to GS-9. In summary, the Board voted unanimously to reassign Mr. [REDACTED] 25X1A9a
to the GS-12 Pharmacist position and the majority of the Members endorsed
his promotion.

4. Recommendation for Award

25X1A6a The Acting Executive Secretary reviewed a recommendation from the
25X1A2d1 Chief, [REDACTED], concurred in by the Chief, FE Division, and
the Chief of Project [REDACTED] that [REDACTED] GS-7, Medical Tech- 25X1A9a
nician, be awarded a Certificate of Merit. C/OD informed the Members
that this award was recommended on the basis of Mr. [REDACTED] prompt action 25X1A9a
in ministering to an injured trainee at the Project during his movement
to a hospital and, thus, saving his life. Furthermore, Mr. [REDACTED] remained 25X1A9a
at the hospital caring for the patient and protecting the security of the
Project which may have been compromised by the injured man. All of this
is considered to have been performed under hardship conditions and at the
personal sacrifice of Mr. [REDACTED] After C/MS' review of Regulation
[REDACTED], which outlines the criteria for the granting of this award, the
25X1A9a Members agreed that Mr. [REDACTED] should be so honored. However, C/MS
25X1A9a stated he would take the matter under advisement before making a decision.

25X1A9a With regard to the future plans for Mr. [REDACTED] C/OD stated he has
recommended he be returned to Headquarters in approximately four weeks
for technical training to prepare him for an overseas assignment. Mr.
25X1A9a [REDACTED] has been assigned to Project [REDACTED] for approximately ten months 25X1A2d1
and has been separated from his family during this period of time. He
was promoted to GS-7 in September 1960.

5. Request for Training

25X1A9a The Acting Executive Secretary reviewed an Application for Training
submitted by [REDACTED] GS-11, Medical Service Officer. Approval
of this application would effect reimbursement to Mr. [REDACTED] for train- 25X1A9a
ing in the field of medical laboratory techniques which he is receiving
during off-duty hours in preparation for his overseas assignment. The
cost involved is \$53 per month or a total of approximately \$373. The
Members voted to endorse this application and to forward it to the Office
of Training with the recommendation that it be approved.

6. Review of Field Reassignment Questionnaire

25X1A9a The Field Reassignment Questionnaire recently received from [REDACTED] 25X1A2d1
25X1A9a [REDACTED] GS-9, Medical Technician, currently assigned at Project [REDACTED]
was reviewed. Mr. [REDACTED] requested assignment to Headquarters for training
in the administrative field and then another overseas assignment. The
Acting Executive Secretary recommended this request be approved and that

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Mr. [REDACTED] be considered for assignment to [REDACTED] upon completion of the requested training, as a replacement for [REDACTED] who is due to return to Headquarters in December 1961. The Members concurred in this recommendation and Mr. [REDACTED] will be informed, through dispatch channels, of this decision.

25X1A6a

7. Miscellaneous

25X1A9a

a. The Acting Executive Secretary reviewed briefly the Report of Clerical Induction Training recently completed by [REDACTED] GS-3, Clerk. Because of her failure to meet Agency standards, [REDACTED] grade was reduced from GS-4 to GS-3.

25X1A9a

25X1A9a

25X1A2d1

b. The Acting Executive Secretary asked that consideration be given to the assignment of [REDACTED] GS-6, Medical Technician, to Project [REDACTED] as a replacement for H [REDACTED] C/MS asked that this assignment be deferred until C/CD has had an opportunity to consider it in more detail.

25X1A9a

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/PS
- 1 - C/CD
- 1 - C/SD

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